



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: October 6, 2015

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement October 7, 2015 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Wednesday, October 21, 2015**. Applicants will not be accepted after that time and date.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf or Denise Hamilton at 217/782-5594.

TM V

Personnel Manager
Region 5/District 9/Administrative Services
Highways
Carbondale

Attachments
40552

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Wednesday, October 21, 2015**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification: Technical Manager V

Salary Range: \$5,900 - \$10,005

Position Title: Personnel Manager

Union Position: ☐ Yes ☒ No

Position Number: PW415-23-59-104-00-01

IPR#: 40552

Office/Central Bureau/District/Work Address:

Division of Highways/Region 5/District 9/Bureau of Administrative Services/2801 W Murphysboro Rd, Carbondale, IL

Description Of Duties:

This position is responsible for all district personnel functions and exercises discretion to ensure utilization of resources to accomplish district goals. This position provides assistance to district employees, local agencies, and the general public.

Special Qualifications:

The following criteria is required:

- Valid driver's license
- Occasional districtwide travel and some statewide, which may include overnight stays
- Occasional overtime during evenings and weekends

The following criteria is desired:

- Knowledge, skill and mental development equivalent to a master's degree preferably with courses in human resources, business, or public administration or the equivalent training and experience
- Seven years of experience in public administration, business administration, human resources, or governmental operations
- Ability to plan, organize, and execute administrative or technical program requirements
- Working knowledge of departmental organization and functions, workers' compensation activities, departmental personnel policies and union contracts
- Strong oral and written communication skills
- Ability to maintain harmonious relationships with employees, agency officials and the general public

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	August 2015	POSITION:	Personnel Manager
APPROVED BY:	<u>Carrie Nelson</u>	OFFICE/DIVISION:	Highways, District 9, Administrative Services
CODE:	PW415-23-59-104-00-01	REPORTS TO:	Administrative Manager

Position Purpose

This position is responsible for all district personnel functions and exercises discretion to ensure utilization of resources to accomplish district goals. This position provides assistance to district employees, local agencies, and the general public.

Dimensions

Staff:	3 Direct; 5 Indirect
District Personnel:	310 Permanent; +/- 160 Seasonal/Temporary
Disciplinary Actions:	30-40 per year

Nature and Scope

This position reports to the Administrative Manager. Reporting to this position are the Safety & Claims Manager, Personnel Officer, and an Office Coordinator.

This position is accountable for managing the district section which performs work governed by complex personnel policies/procedures, various laws/regulations involving recruitment, hiring, selection and placement of personnel within an organization that has union, non-unionized, professional and paraprofessional employees. Numerous layers of regulations involving executive orders, federal/state laws, Department of Central Management Services (DCMS) rules, departmental personnel policies and union contracts must be considered to ascertain which takes precedence in a conflict situation. The incumbent is required to effectively communicate departmental positions/practices to all levels of employees, labor unions, local political leaders, employment applicants, various civic groups and the general public.

Typical problems include labor/union conflict, appropriate use of progressive discipline and the development of defense in areas of potential litigation. The greatest challenge is to ensure consistent application of policies/practices to personnel issues.

The incumbent is personally responsible for implementing and administering fair/consistent personnel policies and practices for the district. As a principal policy administrator, the incumbent maintains, interprets and implements personnel rules, policies and procedures. S/He recommends revisions of policy and attends meetings involving policy issues. This position deals continually with confidential information pertaining to district policies, personnel transactions and union matters. S/He gathers information for the Bureau Chief on confidential issues dealing with personnel policies and coordinates responses for these requests and issues. The incumbent develops the section budget allocating resources as necessary to accomplish goals and objectives. This position coordinates district headcount requirements and provides comprehensive reports with applicable staffing recommendations. S/He conducts interviews for permanent and temporary positions; recommends selection of candidates and coordinates

temporary employment needs/programs. This position administers salary guidelines and oversees the determination of promotional time-in-grade salaries; reviews recommended promotional raises for compliance with the plan; reviewing salary inequities and recommending adjustments; and coordinating annual increases. S/He develops and assists in the development of position descriptions throughout the district; reviews classification requests; completes job audits; maintains records of organizational structure/functions and recommends changes for improved organizational efficiency.

The incumbent provides interpretation to management and/or employees on union contract issues; responds to union inquiries concerning various issues; conducts analysis of situations requiring corrective progressive disciplinary action and recommends appropriate action; investigates all 2nd level hearing grievances; administers Pre-Disciplinary Meetings, and coordinates/participates in district investigations regarding alleged infractions. This position prepares all necessary paperwork to initiate hiring, promotions, transfers, reallocations and all other requested personnel transactions; supervises the preparation of all district personnel transactions; the preparation and maintenance of all personnel records; the preparation of district payrolls and the administration of employee benefit programs. The incumbent supervises workers' compensation and property damage claims activities. The incumbent supervises the Annual Safety Program and departmental training programs for district personnel.

Responsibilities are accomplished with the assistance of the following:

Personnel Officer - who provides support service in the areas of policy and procedure applications, union contract salary administration, leave administration, temporary staffing, benefits, payroll, retirement, Ethics Training, employee evaluations, the preparation and processing of all personnel action forms, and other areas of employment service.

Safety and Claims Manager - who is accountable for developing and presenting safety programs and coordinating Specific Task, Technical Development and Management Development Training. S/He is accountable for immobile and mobile property damage, damage to third parties and Court of Claims investigations. S/He oversees the Worker's Compensation coordination for the district.

Office Coordinator - who performs a variety of paraprofessional duties in the flow and processing of information and documents concerning personnel transactions and bodily injury claims.

This position is given broad latitude and discretion in administering all personnel functions. Problems of a unique nature are presented to the supervisor with recommendations for solution. S/He makes recommendations for the hiring, firing, training and salary increases of staff. This position is constrained by district/departmental practices/policies, DCMS rules, union contracts, and applicable federal/state laws. This position requires some travel within and outside the district, which may include overnight stays, and occasional overtime during evenings and weekends.

Internal contacts include employees at all levels throughout the district for the purpose of providing policy/contract interpretations, counseling or problem resolution, other district administrative/personnel managers, Central Highways Administration Staff, Office of Finance and Administration, Office of Quality Compliance and Review, Office of Chief Counsel and Office of Legislative Affairs staff. External contacts include: DCMS, State Employee Retirement System, Department of Human Rights, Department of Employment Security, Equal Employment Opportunity Commission staff and Attorney General staff; various union representatives, elected officials, local agency personnel; various college and university staff; and the general public.

The effectiveness of this position is measured by the incumbent's ability to provide timely and quality personnel service to management and line employees in order to maximize effectiveness and efficiency of operations while minimizing potential adverse impacts and consequences to the district.

Principal Accountabilities

1. Directs and oversees the activities of the section including: classification/organizational issues, payroll processing, employee benefit programs, salary issues and personnel transactions.
2. Implements/administers personnel policies and practices for the district; recommends revisions to policy; and attends meetings involving policy issues.
3. Supervises the district workers' compensation and property claim functions; represents the district in meetings and/or court hearings on issues pertaining to this function.
4. Directs and oversees the annual safety program, employee development training and the departmental training program for district employees.
5. Gathers information of a confidential nature for the bureau chief and coordinates responses to inquiries on these issues.
6. Develops section budget allocating resources as necessary to accomplish goals.
7. Provides interpretation of union contracts to departmental management.
8. Conducts analysis of situations which may require corrective disciplinary action
9. Performs other duties as assigned.
10. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.